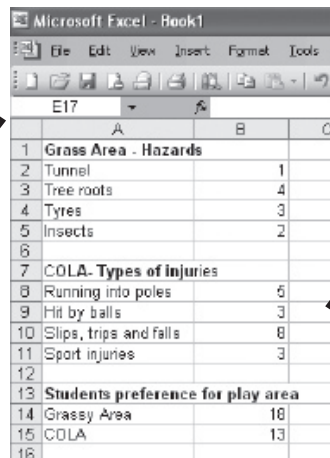


Making graphs in Excel

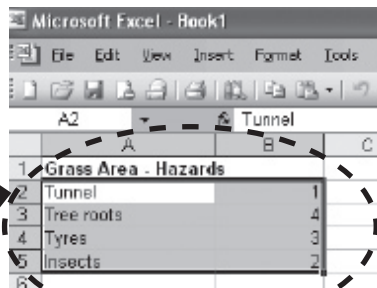
You are going to make graphs using the data your groups collected yesterday in Playground Blitz!

1. In > All Programs open up Microsoft Excel and type up this data.



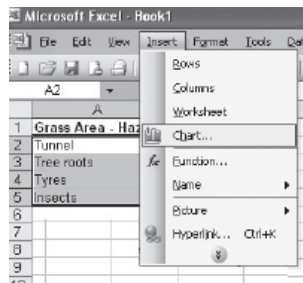
| | A | B | C |
|----|-----------------------------------|----|---|
| 1 | Grass Area - Hazards | | |
| 2 | Tunnel | 1 | |
| 3 | Tree roots | 4 | |
| 4 | Tyres | 3 | |
| 5 | Insects | 2 | |
| 6 | | | |
| 7 | COLA- Types of injuries | | |
| 8 | Running into poles | 5 | |
| 9 | Hit by balls | 3 | |
| 10 | Slips, trips and falls | 8 | |
| 11 | Sport injuries | 3 | |
| 12 | | | |
| 13 | Students preference for play area | | |
| 14 | Grassy Area | 18 | |
| 15 | COLA | 13 | |
| 16 | | | |

2. Highlight with your mouse, the information under the heading 'Grass Area - Hazards' (don't highlight the heading!)

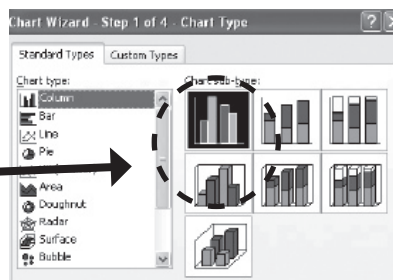


| | A | B | C |
|---|----------------------|---|---|
| 1 | Grass Area - Hazards | | |
| 2 | Tunnel | 1 | |
| 3 | Tree roots | 4 | |
| 4 | Tyres | 3 | |
| 5 | Insects | 2 | |
| 6 | | | |

3. From the >Insert menu, click >Chart.

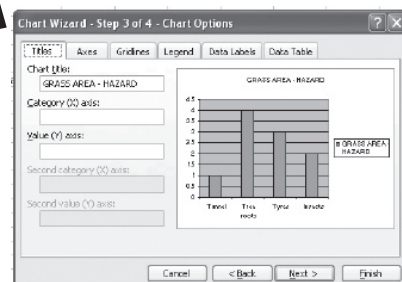


4. Select the type of chart called 'Column' and click on the chart pictured at the top left.



5. Click **Next**.

Click on the 'Title' sheet and type in the heading "Grass Area - Hazards". This will become the title of your graph.



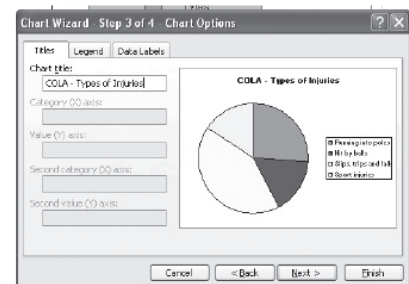
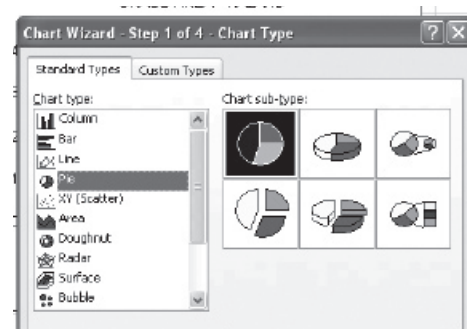
Click Finish. Your column graph is complete! Have a look at the data and find out what is the:

The greatest hazard _____
The least hazard is _____

6. Use the information about the "COLA - Types of injuries" to make a pie chart.

Highlight the information below this heading in the data you typed up about the COLA.

From the >Insert menu, click >Chart. Choose 'Pie'. Add the title to the graph "COLA - Types of injuries".



The most common type of injury under the COLA is _____

IF YOU HAVE TIME....

• Use the same data to experiment making different kinds of graphs.

****Save your work as "Data" onto your USB stick (>STORE-N-GO).**